

DRAFT - 13 August 1975

MEMORANDUM FOR: [Senior Directorate PO]

SUBJECT : Trial Period Requirements for Staff Personnel

REFERENCE : OPM No. 20-2-2, same subj., dtd 15 Oct 69

1. Several offices have inquired whether a trial period is required for employees being converted from Contract to Staff status under the single ceiling concept.

2. While old, the above reference is still in effect. It states that prior service with ~~PIA~~^CIA (which would include contract time) may be credited toward the trial period requirement. If the individual's former Agency contract employment was in the same line of work as his new staff position, such credit may be authorized by Chief, SPD.

3. It is expected that almost all contract employees will have completed one or more years of satisfactory service. They will, therefore, automatically be given credit for having completed their trial period. Any exceptions or questions regarding this policy should be referred to C/SPD.

F. W. M. Janney
Director of Personnel